**SCHOOL BUSINESS MANAGER**

We are looking to appoint a School Business Manager, for April 2018 or sooner, due to the resignation of Mr Alan Wooley in December 2017. Mr Wooley had led the support non-teaching staff over the last six years.

The vacancy arises at a time of significant opportunity to be involved in shaping the direction of the School following the recent appointment of a new Chair of Governors and pending the appointment of a new Head Teacher to take up their position in September 2018. Plans for which the Business Manager would be responsible include the anticipated development of specific physical facilities including a new artificial sports pitch. As the senior support executive, you will need to be good with people, inspirational, far-sighted, innovative, dedicated and commercially minded, as well as being part of the Senior Leadership Team.

This is a career opportunity and your experience may well be from within the schools’ sector or from other walks of life. The ethos and culture of St. Olave’s Grammar School is welcoming and community focussed and one where your skills will be allowed to thrive, and your effort and dedication will be appreciated by governors, colleagues, parents and pupils alike.

**CANDIDATES’ PERSONAL QUALITIES AND EXPERIENCE**

The Governors are looking for an exceptional individual who will possess the following qualities:

* Have a track record of strong financial management skills developed in senior positions and preferably hold a recognised accountancy or business qualification.
* Be commercially minded with demonstrable entrepreneurial flair.
* Possess excellent inter-personal qualities, be able to relate to all school stakeholders and instil confidence in the school community.
* Be a good and confident communicator with well-honed written and speaking skills.
* Be energetic and enthusiastic in setting and delivering key strategic and operational goals.
* Have a keen eye for what is possible and have a passion for excellence.
* Be comfortable with change, constructive challenge and have a collegiate approach to the same.
* Have a proven track record of motivating and leading a dedicated support team and understand the need for continual improvement.
* Possess tact and discretion, have a firm but flexible approach, patience and a sense of humour.
* Willingness to go the extra mile in pursuit of success and excellence.

The successful candidate may well be looking for the next step up in their career, or could be an experienced business or commercial manager looking to embrace a new challenge in an exciting and rewarding organisation.

**KEY RESPONSIBILITIES**

**Finance and Accounting (in conjunction with the Finance Manager):**

* Preparation of the annual budget, governor reports and final accounts to monitor progress for the approval of the Governors.
* Maintain and monitor internal controls to ensure prudent financial management as well as full compliance with Local Authority regulations.
* Analyse financial performance and prepare reports for management and governors to assist with active financial planning.
* Advising on general financial policy and statutory compliance.
* Control the payment of all business expenditure and challenging procurement practices.
* Oversee the purchase of all goods and services for the School.
* Scrutinise and pass for payment all invoices received in the School.
* Ensure that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of the Local Authority, Department for Education and the School are observed.
* Completing VAT and other statutory returns as required.
* Ensure the School has adequate insurance cover at all times to include but not limited to, buildings and equipment cover, employer’s liability, personal accident, travel insurance, public liability and other relevant cover and seek professional advice on the quantum and scope of all aspects of insurance cover at each annual review (as a minimum).
* Manage the relationship with the School’s insurers, lawyers, auditors and all professional advisers.
* Manage the payroll services for all school staff including the management of the pension schemes and associated services.
* Hold regular meetings with Finance Manager.

**Human Resources:**

* Ensure compliance with all relevant aspects of employment law including employment protection, equal pay, minimum wage, Working Time Directive and the Equal Opportunities Act.
* Ensure that the support team is properly resourced.
* Maintain accurate staff records and a fully compliant single central register.
* Ensure proper contracts of employment are maintained and staff records are up to date and complete.
* Manage the recruitment process for all support staff.
* Act as Head Teacher’s advisor on employment matters including disciplinary procedures and ensure the School has appropriate disciplinary and grievance procedures.
* Introduce and manage an annual support staff appraisal programme identifying where training and development is appropriate in the interest of the school and members of staff.
* Liaise with appropriate HR and employment law professionals on complex employment queries.
* Manage absenteeism for both short and long term absence in line with HR objectives.
* Monitor holiday and other leave ensuring statutory requirements are met.
* Hold regular meetings with the Office Manager.
* Update the Staff Handbook and ensure relevant sections, including employment, pay, holidays and absence meet statutory requirements.

**Premises (in conjunction with the Premises Manager):**

* Maintain and develop the rolling programme of property maintenance.
* Ensure the School is fully compliant with all buildings and property regulations including, safety and fire protection.
* Ensure that the School buildings are ready for the school community daily and heated appropriately depending on time of year.
* Ensure the School is secure at the end of the school day and unlocked ready for staff and pupils at the start of the day.
* Oversee all major capital programmes engaging professional advisers as appropriate in drawing up outline specification for new buildings, obtaining tenders, planning permission and liaising with industry professionals and local authorities.
* Ensure the grounds are fit for purpose and maintained in good order including risk management and preventative maintenance of trees around the site.
* Ensure that all buildings and property related contracts are up to date and give best value including but not limited to CCTV, intruder alarms, smoke alarms, servicing of toilet and drainage facilities.
* Manage lettings to external parties ensuring they do not compromise the good working of the school day.
* Hold regular meetings with the Premises Manager.

**Health and Safety:**

* Act as the School’s designated Health and Safety Officer.
* Oversee with the Premises Manager the implementation of current Health and Safety regulations and ensure risk assessments are carried out regularly where appropriate and monitor them, taking professional advice as required.
* Help to encourage a positive culture towards risk management and risk mitigation.
* Maintain a good level of working knowledge in relation to Health and Safety best practice.
* Maintain an emergency procedures policy and plan, conduct regular practice evacuations and ensure all staff are familiar with their duties.
* Ensure an adequate number of staff are trained in First Aid and maintain a register of those with qualifications and support requalification in a timely fashion

**Wider Management**

* Line-manage the Data Manager, and Examinations Office, and have an overview for the Census and any statutory returns.
* Line-manage Librarians, Science Technicians, Cover Assistants, Art and Design Technicians and Staff Catering Assistant.

**Information Technology (IT) and Data:**

* Meet regularly with the IT team to review IT service delivery to ensure the infrastructure meets the needs of the school.
* Maintain a rolling programme of upgrade and evolution in accordance with the curricula and support needs of the school.
* Act as the School’s Data Protection Officer and point of contact for the Information Commissioner’s Office.
* Ensure the School is compliant with the new General Data Protection Regulations, and that information used in the management of the School is treated with adequate security and confidentiality.
* Maintain record of requests and responses under Freedom of Information Act.

**Catering and Housekeeping:**

* Responsibility for catering contract and ensuring an excellent catering service for all core school users and hospitality for visitors.
* Responsibility for maintaining an excellent standard of cleanliness and day to day appearance of the school.

**Transport:**

* In conjunction with the Premises Manager maintain a minibus fleet in good working order and in good appearance and ensure compliance with the regulations for the operation of minibus licences, driver training and assessment, servicing and vehicle inspectorate tests.
* Ensure appropriate insurance cover is arranged for both the minibuses and for occasional business use of their own cars by staff.

**Fund Raising:**

* Leadership and management of fundraising and income generation programmes liaising as required with external contractors, the Old Olavians Society and all potential benefactors.

**School Management and Governance:**

* Attend School Leadership Team meetings and represent the support staff community.
* Oversee preparation of the School’s Risk Management Summary Report.
* Attend Governing Body meetings and relevant committees.
* Plan and manage change in accordance with the School Development Plan.
* Set and maintain high standards of work and of personal and professional conduct.